

# INDHOLDSOVERSIGT

## **Kendeord**

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Ubestemt kendeord

## **Navneord**

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## Kendeord

	Bestemt	Ubestemt
Foran udtalt medlyd	<b>the</b>	<b>a</b>
Foran udtalt selvlyd	<b>the</b>	<b>an</b>

### Bestemt kendeord

bruges som regel ved:

- floder, kanaler og have
- skibe
- hoteller
- titler på aviser og bøger
- biografer, teatre og museer
- verdenshjørner
- egennavne i flertal (the Browns)

Bemærk specielt:

fra ovennævnte firma:

nedennævnte punkter:

i nævnte rækkefølge:

på følgende måde:

af/i samme farve:

nærværende ordre:

førstnævnte (af to):

sidstnævnte (af to):

from **the above** firm

**the below** items

in **the mentioned** order

in **the following** way

of **the same** colour

**the present** order

**the former**

**the latter**

### Bestemt kendeord

bruges som regel ikke ved:

- begreber (life, work)
- højtider
- årstider
- ugedage og døgnets tider
- faste, daglige måltider
- egennavne i ental
- stednavne (verdensdele, lande og byer)
- britiske titler + navn (Queen Elizabeth)

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Bemærk specielt:

den ene af agenteme:	<b>one of</b> the agents
de fleste af varerne:	<b>most of</b> the goods
halvdelen af varerne:	<b>half of</b> the goods
en del af varerne:	<b>part of</b> the goods

### Ubestemt kendeord

**a** book - **a** uniform - **a** young man - **a** hotel  
**an** answer - **an** understatement - **an** hour

Bemærk specielt:

1. she is **a** queen - she is Queen of Denmark  
as **a** young girl
2. faste vendinger som:  
være i stand til: be in **a** position to  
i gennemsnit: on **an** average  
aflægge besøg hos: pay **a** visit to  
om kort tid: in **a** short time  
fire ad gangen: four at **a** time
3. a few: nogle få stykker  
few, only a few: kun få  
a little: en smule, lidt  
little, only a little: kun lidt
4. we bought **half a** dozen knives  
at **such a** high price  
it was **quite a** sight  
this is **rather a** good book
5. we have **plenty of** time  
**part of** the goods
6. NB! Ved ubestemt tidsangivelse: we met him **one** evening

## Navneord

### Regelmæssig flertalsdannelse:

book – books; lamp – lamps

### Uregelmæssig flertalsdannelse:

• match	<b>matches</b>	men: roof	<b>roofs</b>
box	<b>boxes</b>	• man	<b>men</b>
address	<b>addresses</b>	woman	<b>women</b>
wish	<b>wishes</b>	tooth	<b>teeth</b>
		foot	<b>feet</b>
• cargo	<b>cargoes</b>	mouse	<b>mice</b>
negro	<b>negroes</b>	goose	<b>geese</b>
men: radio	<b>radios</b>	child	<b>children</b>
men: kilo	<b>kilos</b>	penny	<b>pennies</b> (= mønter)
			<b>pence</b> (= værdien)
• delivery	<b>deliveries</b>	• sheep	<b>sheep</b>
lady	<b>ladies</b>	means	<b>means</b>
men: day	<b>days</b>	series	<b>series</b>
men: boy	<b>boys</b>		
• life	<b>lives</b>		
half	<b>halves</b>		

### Navneord, som kun bruges i ental:

money	much money; this money; a lot of money; little money
furniture	this furniture is very old; a piece of furniture; two pieces of old furniture
business	do much business with Spain
information	this information is correct; a piece of information; a lot of useful information; much information has been received
knowledge	have much knowledge of French
progress	make much progress
advice	much advice; she gave me a piece of good advice
interest	the interest was 10%
news	this is good news; a piece of news

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## Navneord, som hovedsageligst forekommer i flertal:

goods	the goods have arrived
contents	the contents were damaged
thanks	many thanks for your letter of 8 April
wages	their wages are very low

Bemærk også:

six dozen knives;	five hundred books;	four thousand people
dozens <b>of</b> knives;	hundreds <b>of</b> books;	thousands <b>of</b> people

## Navneords ejefald

**s-ejefald** bruges ved personer samt tids- og målsbestemmelser:

the girl's book	the girls' books
the lady's car	the ladies' cars
the grocer's shop	the grocers' shops
an hour's work	five hours' work
a mile's walk	a ten miles' walk
the man's house	the men's houses

Flertalsord, der ender på -s, tilføjer kun apostrof.

**of-ejefald** bruges, når der ikke er tale om personer eller tids- og målsbestemmelser:

the windows of the house
the inhabitants of the town

Bemærk specielt:

- a glass **of** wine
- a cup **of** coffee
- 5 sacks **of** potatoes
- a number **of** boxes
- a quantity **of** 500 kilos
- the city **of** Copenhagen
- the country **of** Denmark
- the island **of** Mors
- the firm **of** Beaverbrooks plc
- the month **of** May
- the summer **of** 2010
- men: the year 2010

## Udsagnsord

### Hjælpeudsagnsordene

to have	nutid	datid	førnutid	førdatid	fremtid
I	have	had	have had	had had	shall have
you	have	had	have had	had had	will have
he/she/it	has	had	has had	had had	will have
we	have	had	have had	had had	shall have
you	have	had	have had	had had	will have
they	have	had	have had	had had	will have

to be	nutid	datid	førnutid	førdatid	fremtid
I	am	was	have been	had been	shall be
you	are	were	have been	had been	will be
he/she/it	is	was	has been	had been	will be
we	are	were	have been	had been	shall be
you	are	were	have been	had been	will be
they	are	were	have been	had been	will be

to do	nutid	datid	førnutid	førdatid	fremtid
I	do	did	have done	had done	shall do
you	do	did	have done	had done	will do
he/she/it	does	did	has done	had done	will do
we	do	did	have done	had done	shall do
you	do	did	have done	had done	will do
they	do	did	have done	had done	will do

### Regelmæssige udsagnsord

to sign	nutid	datid	førnutid/førdatid
I, you	sign	signed	have/had signed
he/she/it	signs	signed	has/had signed
we, you, they	sign	signed	have/had signed

<b>to receive</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdatid</b>
I, you	receive	received	have/had received
he/she/it	receives	received	has/had received
we, you, they	receive	received	have/had received

<b>to wish</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdatid</b>
I, you	wish	wished	have/had wished
he/she/it	wishes	wished	has/had wished
we, you, they	wish	wished	have/had wished

<b>to try</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdatid</b>
I, you	try	tried	have/had tried
he/she/it	tries	tried	has/had tried
we, you, they	try	tried	have/had tried

<b>to stay</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdatid</b>
I, you	stay	stayed	have/had stayed
he/she/it	stays	stayed	has/had stayed
we, you, they	stay	stayed	have/had stayed

<b>to ship</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdatid</b>
I, you	ship	shipped	have/had shipped
he/she/it	ships	shipped	has/had shipped
we, you, they	ship	shipped	have/had shipped

<b>to transfer</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdatid</b>
I, you	transfer	transferred	have/had transferred
he/she/it	transfers	transferred	has/had transferred
we, you, they	transfer	transferred	have/had transferred

<b>to enter</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdatid</b>
I, you	enter	entered	have/had entered
he/she/it	enters	entered	has/had entered
we, you, they	enter	entered	have/had entered

<b>to back</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdetid</b>
I, you	back	backed	have/had backed
he/she/it	backs	backed	has/had backed
we, you, they	back	backed	have/had backed

<b>to cancel</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdetid</b>
I, you	cancel	cancelled	have/had cancelled
he/she/it	cancels	cancelled	has/had cancelled
we, you, they	cancel	cancelled	have/had cancelled

<b>to seal</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdetid</b>
I, you	seal	sealed	have/had sealed
he/she/it	seals	sealed	has/had sealed
we, you, they	seal	sealed	have/had sealed

<b>to expect</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdetid</b>
I, you	expect	expected	have/had expected
he/she/it	expects	expected	has/had expected
we, you, they	expect	expected	have/had expected

## Uregelmæssige udsagnsord

<b>to write</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdetid</b>
I, you	write	wrote	have/had written
he/she/it	writes	wrote	has/had written
we, you, they	write	wrote	have/had written

<b>to go</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdetid</b>
I, you	go	went	have/had gone
he/she/it	goes	went	has/had gone
we, you, they	go	went	have/had gone

<b>to bring</b>	<b>nutid</b>	<b>datid</b>	<b>førnutid/førdetid</b>
I, you	bring	brought	have/had brought
he/she/it	brings	brought	has/had brought
we, you, they	bring	brought	have/had brought



to send	nutid	datid	førnutid/førdatid
I, you	send	sent	have/had sent
he/she/it	sends	sent	has/had sent
we, you, they	send	sent	have/had sent

to pay	nutid	datid	førnutid/førdatid
I, you	pay	paid	have/had paid
he/she/it	pays	paid	has/had paid
we, you, they	pay	paid	have/had paid

to say	nutid	datid	førnutid/førdatid
I, you	say	said	have/had said
he/she/it	says	said	has/had said
we, you, they	say	said	have/had said

## De ufuldstændige udsagnsord

(to be able to)	<b>can</b>	<b>could</b>	(has/had been able to)
(to be allowed to)	<b>may</b>	<b>might</b>	(has/had been allowed to)
(to have to)	<b>must</b>	<b>must</b>	(has had to/had had to)
(to be obliged to)	<b>shall</b>	<b>should</b>	(has/had been obliged to)
(to be willing to; to want to)	<b>will</b>	<b>would</b>	(has/had been willing to; has/had wanted to)
(to be obliged to)	<b>ought to</b>	<b>ought to</b>	(has/had been obliged to)

**can** kan (= være i stand til; have evne til);  
kan (= faktisk foreliggende mulighed)

**cannot** kan ikke

**may** må have lov til; må gerne (= tilladelse);  
'det kan godt være at' (= usikker mulighed)

**may not** må ikke (= manglende tilladelse)

**must** må, skal (= nødvendighed)

**must not** må ikke (= forbud)

Hjælpeudsagnsordene **shall** og **will** bruges til at danne fremtid med.

De ufuldstændige udsagnsord omskrives ikke med **to do** i spørgende og nægtende sætninger.

## Omskrivning med *to do*

a) I spørgende sætninger, når *to be* eller *to have* ikke indgår i udsagnsleddet:

Do you want the goods now?

Did she write the letter yesterday?

(men: Have you executed the order?)

(men: Is the shop open on Saturdays?)

Bemærk dog: Do you have any problems?

Did you have a nice weekend?

b) I nægtende sætninger, når nægtelsen er NOT:

We do not want to buy those goods

They did not arrive yesterday

(men: We never told them about it)

## Lideform (passiv)

a) (den, der udfører handlingen:)

- the table is made **by** the furniture maker
- the table was made **by** the furniture maker
- the table has/had been made **by** the furniture maker
- the table will be made **by** the furniture maker

b) (til betegnelse af materialet:)

- the tables are made **of** oak
- the tables were made **of** oak
- the tables have/had been made **of** oak
- the tables will be made **of** oak

c) (hvis materialet ændres ved processen:)

- butter is made **from** milk

Hjælpeudsagnsordet **to be** bruges til at danne lideform (passiv) med.

Hovedudsagnsordet står i kort tillægsform (datids tillægsform).

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## Ordstilling

Normalt er der **ligefrem ordstilling** på engelsk, dvs. at grundledet står før udsagnsleddet:

1. Jeg skrev brevet i går: **I wrote the letter yesterday**
2. I morgen afskiber vi varerne: **Tomorrow we shall ship the goods**
3. De kan ikke levere af lager: **They cannot supply from stock**
4. Hun sagde, at hun ikke kunne gøre det: **She said that she could not do it**
5. Han fortalte, at han af og til havde købt produktet: **He told us that now and then he had bought the product**
6. Vi sender Dem varerne omgående: **We shall send you the goods immediately**
7. Firmaet meddelte, at det af mange grunde ikke kunne levere varerne: **The firm informed us that for many reasons it could not supply the goods**

I spørgende hovedsætninger er der på engelsk **omvendt ordstilling**:

1. Er der nogen muligheder for det?: **Are there any possibilities of it?**
2. Har De hørt de seneste nyheder?: **Have you heard the latest news?**
3. Hvem mødte du i går?: **Whom did you meet yesterday?**
4. Hvad sagde han?: **What did he say?**
5. Hvor skete ulykken?: **Where did the accident happen?**

Nægtende eller indskrænkende led i starten af en sætning bevirker ligeledes **omvendt ordstilling**:

1. Vi har kun prøvet det produkt en gang: **Only once have we tried that product**
2. Jeg vil under ingen omstændigheder støtte forslaget: **Under no circumstances will I support the proposal**
3. Aldrig oplevede vi så stor en efterspørgsel efter vore produkter: **Never did we experience such great demand for our products**
4. Aldrig så snart havde vi modtaget ordrene, før ...: **No sooner had we received the orders than ...**

## Forholdsord

Eksempler på oversættelse til engelsk af danske udtryk, hvori indgår **forholdsord, der styrer navneformer eller at-sætninger**:

1. Han er bange for at love for meget: **He is afraid of promising too much**
2. Hun var bange for at forstyrre os: **She was afraid to disturb us**
3. Vi er bange for, at han ikke kan komme: **We are afraid that he cannot come**
4. Jeg er overbevist om, at brevet er blevet sendt: **I am convinced that the letter has been sent**
5. Vi henleder Deres opmærksom på, at varerne er blevet afsendt: **We draw your attention to the fact that the goods have been dispatched**
6. Til trods for, at firmaet ikke leverede varerne: **In spite of the fact that the firm did not deliver the goods**
7. Dette skyldes, at kunden ikke betalte: **This is due to the fact that the customer did not pay**
8. De bedes sørge for, at brevet bliver skrevet i dag: **Please see to it that the letter is written today**
9. Som følge af, at varerne ikke blev leveret i går: **Owing to the fact that the goods were not delivered yesterday**

## Stedord

### Personlige stedord

Ental	Grundled	Genstandsled; hensynsled; styret af forholdsord
1. p.	I (jeg)	me (mig)
2. p.	you (du, De)	you (dig, Dem)
3. p.	he, she, it (han, hun, den, det)	him, her, it (ham, hende, den, det)

Flertal	Grundled	Genstandsled; hensynsled; styret af forholdsord
1. p.	we (vi)	us (os)
2. p.	you (I, De)	you (jer, Dem)
3. p.	they (de)	them (dem)

'DET'

Eksempler på oversættelse til engelsk af det danske upersonlige **det**:

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1. Det lykkes os altid at gøre det: **We always succeed in doing it**  
Det lykkedes ham ikke at levere varerne til tiden: **He did not succeed in delivering the goods in time**  
Det lykkedes for firmaet at sælge varerne: **The firm has succeeded in selling the goods**  
Det er ikke lykkedes hende at gøre det: **She has not succeeded in doing it**  
Det var lykkedes for ham at skrive brevet: **He had succeeded in writing the letter**  
Det var ikke lykkedes repræsentanten at sikre ordren: **The representative had not succeeded in securing the order**
  2. Det glæder mig, at ...: **I am pleased that ...**  
Det glæder os, at ...: **We are pleased that ...**
  3. Det gør mig ondt, at ...: **I am sorry that ...**  
Det gør os ondt, at ...: **We are sorry that ...**
  4. Det overrasker mig at høre, at ...: **I am surprised to hear that ...**  
Det overrasker os at høre, at ...: **We are surprised to hear that ...**

'MAN'

**one, we  
you**

når den, der taler, regner sig selv med  
når det drejer sig om den eller dem, der  
tales til

**they, people**

når det drejer sig om helt andre end dem,  
der taler sammen

I en helt neutral situation bruges **lideform (passiv)**:

Man siger ofte, at ...:

**It is often said that ...**

## Ejestedord

Ental	Foran navneord (tillægsagtigt)	Alene (navneagtigt)
1. p.	my (min, mine)	mine (min, mine)
2. p.	your (din, dine, Deres)	yours (din, dine, Deres)
3. p.	his, her, its (hans, hendes, dens, dets)	his, hers (hans, hendes)
Flertal		
1. p.	my (min, mine)	our (vor, vores, vore)
2. p.	your (din, dine, Deres)	your (jeres, Deres)
3. p.	his, her, its (hans, hendes, dens, dets)	their (deres)

## Påpegende stedord

Ental	this = denne, dette	that = den (der), det (der)
Flertal	these = disse	those = de (der)

## Henførende stedord (som, der; hvis)

	Grundled	Genstandsled samt styret af forholdsord	hvis (ejefald)
Personer	who	whom	whose
Ting, begreber	which	which	whose

**THAT** kan erstatte både who, whom og which, hvis den henførende bisætning er bestemmende, dvs. nødvendig for forståelsen af den overordnede sætning. **THAT** kan derimod ikke bruges efter forholdsord.

NB! Der sættes **ikke komma** foran den bestemmende sætning.

## Spørgende stedord

1. hvem	who (grundled) whom (genstandsled; styret af forholdsord)
2. hvad, hvilken, hvilket, hvilke	what
3. hvem, hvad, hvilken, hvilket, hvilke (om begrænsede muligheder)	which
4. hvis	whose

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## Tilbagevisende stedord (sig)

At benytte sig af - to avail oneself of

I avail **myself** of  
you avail **yourself** of  
he avails **himself** of  
she avails **herself** of  
it avails **itself** of  
one (= man) avails **oneself** (= sig) of

we avail **ourselves** af  
you avail **yourselves** af  
they avail **themselves** of

NB! Mange udtryk, der på dansk er tilbagevisende, er det **ikke** på engelsk:

henvende sig til en om noget:  
beslutte sig for noget:

**apply to sb** for sth  
**decide sth**

## Ubestemte stedord

### Bruges foran navneord (tillægsagtigt):

some	nogen, noget, en eller anden; nogle, en del
any	nogen, nogen overhovedet; noget, noget som helst
no	ingen, intet
none	ingen
every	enhver overhovedet
each	hver især, hver enkelt af et begrænset antal

### Bruges alene (navneagtigt):

somebody, anybody, nobody, everybody	(om personer)
someone, anyone, no one, everyone	(om personer)
something, anything, nothing, everything	(om ting)
somewhere, anywhere	(om stedet)

**some** og sammensætninger med **some-** har positiv betydning og bruges i almindelige fremstillende sætninger.

**any** og sammensætninger med **any-** har negativ betydning og bruges oftest i spørgende sætninger, nægtende sætninger, betingede sætninger og sammenlignende sætninger.

**'DER'**

Der er et brev til Dem:

**There is a letter for you**

Der var ingen mulighed for det:

**There was no possibility of it**

Der er mange mennesker på gaden:

**There are many people in the street**

Der var mange mennesker i stormagasinet:

**There were many people in the department store**

Det foreløbige grundled **der** oversættes med **there**, når hovedudsagns-ordet er en form af **to be**. Ellers oversættes det ikke; i stedet hentes det egentlige grundled frem.

Bemærk også:

- Er der langt til stationen? Der er 2 kilometer:  
**Is it far to the station? It is 2 kilometres**
- Er der varmt i Australien?:  
**Is it hot in Australia?**
- Der er koldt i Grønland:  
**It is cold in Greenland**
- Der står i avisen i dag, at ...:  
**It says in today's paper that ...**



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## Tillægsords gradbøjning

### Regelmæssig gradbøjning

1. Med **endetillæg -(e)r** og **-(e)st** bøjes:
  - a. Enstavelsesord  
rich - richer - richest  
hot - hotter - hottest
  - b. Tostavelsesord, der ender på
    - **er**            clever - cleverer - cleverest
    - **le**            able - abler - ablest
    - **ow**          narrow - narrower - narrowest
    - **y**            happy - happier - happiest
  - c. Nogle tostavelsesord med tryk på anden stavelse  
polite - politer - politest
2. Med **MORE** og **MOST** bøjes:
  - a. Nogle tostavelsesord med tryk på første stavelse  
useful - more useful - most useful
  - b. Ord på tre eller flere stavelser  
difficult - more difficult - most difficult  
advantagerous - more advantagerous - most advantagerous  
NB! 'more right' og 'more wrong'

NB! Pas på '**falsk 2. grad**':  
en bedre middag = a good dinner;  
en længere tale = a long speech

På engelsk bruges 2. grad **kun ved egentlig sammenligning**:

Denne bil er mindre end de andre = This car is smaller than the others

### B. Uregelmæssig gradbøjning

1. good            better    best
2. bad            worse    worst
3. little          less      least
4. far            farther   farthest (ved afstande)  
far            further   furthest (further = yderligere; overf. betydning.)
5. near           nearer    nearest/next  
much/many    more    most

- |    |           |        |        |  |
|----|-----------|--------|--------|--|
| 6. | late      | later  | latest | (latest = relativt sidste; seneste; nyeste)                    |
|    | late      | latter | last   | (latter = sidstnævnte af to) (last = sidste i en rækkefølge)   |
| 7. | old older | oldest | -      |  |
|    | old elder | eldest |        | (bruges ved familieforhold; det hedder dog altid 'older than') |

## Biord

- Egentlige biord, f.eks. always, now, never, here, only, there
- Tillægsord, der bruges uforandret som biord, f.eks. long, far, daily
- Afledninger af tillægsord ved tilføjelse af -ly, f.eks. nice – nicely; necessary - necessarily; awful - awfully

De biord, der kan bøjes, gradbøjes normalt med **more** og **most**.

## Forstærkende biord

- |      |  |
|------|--|
| very | bruges foran tillægsord og biord i 1. grad (grundform) og 3. grad (højeste grad) |
| much | bruges foran tillægsord og biord i 2. grad (højere grad)                         |
| much | bruges til forstærkning af udsagnsord  |

## 'SOM' ved sammenligninger

I egenskab af; fungerende som:

- |                              |                                      |
|------------------------------|--------------------------------------|
| Han arbejder som ekspedient: | He works <b>as</b> a sales assistant |
| Vi havde hende som lærer:    | We had her <b>as</b> a teacher       |

Ligesom; i lighed med:

- |   |   |
|---|---|
| Dette stof ser ud som silke:                        | This fabric looks <b>like</b> silk                            |
| De opførte sig som voksne:                          | They behaved <b>like</b> grown-ups                            |
| Denne bygning er lige så gammel som den anden:      | This building is (just) <b>as</b> old <b>as</b> the other one |
| Denne bygning er ikke lige så gammel som den anden: | This building is <b>not so</b> old <b>as</b> the other one    |
|   | This building is <b>not as</b> old <b>as</b> the other one    |

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## Eksempler på adressering og 'tiltale':

Mr G F Colenso-Jones  
67 Wednesbury Street  
GB-London WC2B 5AZ

Dear Sir

Yours faithfully

Dear Mr Colenso-Jones

Yours sincerely  
[el.: With best wishes]

Messrs Farnham & MacKay  
248 George Street  
GB-Edinburgh EH2 3DH

Dear Sirs

Yours faithfully

Ms Julia Morris  
22 Wellington Drive  
GB-Birmingham B3 2DA

Dear Madam

Yours faithfully

Dear Ms Morris

Yours sincerely  
[el.: With best wishes]

Mmes Reid & Hone  
23 Jesmond Rd  
GB-Newcastle NE2 1PR

Mesdames

Yours faithfully

D Chrisholm & Co. plc  
127 Queen Street  
GB-Liverpool L3 9RE

Dear Sirs

Yours faithfully

Opticon Components plc  
7-9 Portland St  
GB-Manchester M1 6DP  
Att.: Mr Donald Reid, managing director

Dear Mr Reid

Yours sincerely  
[el.: With best wishes]

Messrs Davies & Richardson  
45 Molesworth Street  
Eire - Dublin 2

Dear Sirs

Yours faithfully